

CHANGE


U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1500.14A CHG 5

11/20/89

SUBJ: TRAVEL MANUAL

1. PURPOSE. This change transmits Order DOT 1500.6A, Change 5, Travel Manual, as appendix 1.
2. DISTRIBUTION. This change is distributed to the branch level and above in FAA headquarters and regions; to the section level and above at the FAA Technical Center and the Aeronautical Center; and to resident directors. A limited distribution is made to field offices and facilities; and copies are furnished to addressees on the ZAA-388 distribution list.
3. DISPOSITION OF TRANSMITTAL. Filing instructions for this change are provided in the DOT Change 5, paragraph 3.


E. M. Keeling
Director of Accounting

Distribution: A-WX-3; A-E-1; A-YZ-4; A-FOF-0(LTD); ZAA-388;
M-80(2); GAO-1(3); FAA-15

Initiated By: AAA-300



U.S. Department of
Transportation
Office of the Secretary
of Transportation

FAA Order 1500.14A CHG 5
Appendix 1
11/20/89

PAGE CHANGE

DOT 1500.6A
Chg 5

8-23-89

Subject: TRAVEL MANUAL - CHANGE

1. PURPOSE. This Page Change transmits a change to DOT 1500.6A, Travel Manual, of 1-2-85.
2. EXPLANATION OF CHANGE. This change updates the Department's travel advance policies and voucher submission requirements in accordance with recent changes to the Federal Travel Regulation (Federal Property Management Regulations, Temporary Regulation A-34, March 21, 1989). Specific major changes are:
 - a. All employees who are expected to travel will be offered the travel charge card and will be entitled to advances to help cover their anticipated cash transaction expenses.
 - b. Employees who are not authorized the charge card or who are exempted from using the card will be permitted advances to cover up to 80 percent of their anticipated expenses in most instances.
 - c. Current and overdue advances are redefined for clarity.
 - d. Mandatory salary offset procedures for overdue advances are established.
 - e. The voucher submission time periods in chapters 6 and 9 have been standardized.
3. FILING INSTRUCTIONS.
 - a.

<u>Remove Pages</u>	<u>Dated</u>	<u>Insert Pages</u>	<u>Dated</u>
6-i and 6-ii	3-13-87	6-i and 6-ii	8-23-89
6-1 thru 6-16	3-13-87	6-1 thru 6-18	8-23-89
9-i (and 9-ii)	1-2-85	9-i (and 9-ii)	8-23-89
9-1 thru 9-6	1-2-85	9-1 thru 9-6	8-23-89
 - b. This transmittal sheet should be filed with the Travel Manual for reference purposes.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Allen
For the Assistant Secretary
for Administration

DISTRIBUTION: All Secretarial Offices
All Operating Administrations

OPI: Office of
Financial
Management

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CHAPTER 6. ADVANCE OF FUNDS FOR TRAVEL

6-0101. PURPOSE. This chapter establishes policy governing advance of funds for travel. Travel advances may be issued in the form of travelers checks, cash, or Treasury check, depending on the type and purpose of the travel advance. All advances will be obtained with an SF 1038, Advance of Funds Application and Account. As discussed herein, there are four types of advances:

- a. Trip Advance. A one-time advance made for a specific official travel action such as a temporary duty trip, movement of household goods, temporary quarters subsistence expenses, or other authorized purpose.
- b. Continuing Advance. An advance intended to be retained by an employee for an extended period (usually the period of an open travel authorization) not in excess of one year. However, continuing advances generally will not be authorized since employees are expected to use Departmentally authorized charge cards and travelers checks. For exceptions and specific rules pertaining to continuing advances, see paragraph 6-0114.
- c. Interoffice Advance. A travel advance made by a DOT accounting office other than the DOT accounting office having jurisdiction of the travel account.
- d. Installment Advance. An advance against which two or more payments may be made on one application.

6-0102. REQUIREMENTS. Employees are responsible for providing themselves with funds for official travel expenses for which the Government will reimburse them in accordance with these regulations. However, it is Departmental policy to permit advances in most travel situations where authorized by law.

- a. General. Travel advances may be granted when it is essential for the performance of official travel. Travel advances are to be used for authorized expenses only.
- b. Amount of Travel Advance. Travel advances will be authorized in amounts appropriate for the circumstances of travel as set forth in paragraphs 6-0106, 6-0107, and 6-0114.

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- c. Timing of Advance. A Treasury check payment will be processed in time to reach the employee within five workdays before travel. Employees should allow adequate time for check processing when requesting advances. Travelers checks and cash advances will be processed within three workdays before departure. Advance payments processed outside of these timeframes must be explained (justified) in writing on the request by the authorizing official. Where a change-of-station is involved, an advance may be made on an installment basis when required for different events or segments associated with the move.
- d. Travel Authorization Requirements. No advance may be made unless a travel authorization has been issued.
- e. Settlement. An advance will be considered overdue (delinquent) 30 calendar days after completion of travel or the event for which the advance was made. Failure to liquidate an advance precludes the payment of additional advances for subsequent travel assignments unless the reasons therefor are justified in writing by the authorizing official and approved by the head of the accounting office. Paragraph 6-0111 contains examples of settlement times for various travel situations and provides specific time requirements for travel voucher submission and settlement.

6-0103. FORM OF TRAVEL ADVANCE.

- a. Travelers Checks. Checks are available in prepackaged sets from \$100 to \$5000 containing various combinations of denominations from \$20 to \$1000. Checks will be located in many DOT imprest fund operations and at other approved selected locations. Travelers checks are the primary method for advance payments and will be used unless they are not available or some other form of advance payment is authorized under this Manual.
- b. Cash. Cash payments up to \$500 may be made by imprest fund cashiers who do not have travelers checks.
- c. U.S. Treasury Check. Treasury checks are authorized for advances of \$100 or more when requested by the traveler.

6-0104. AUTHORIZING AUTHORITY. Officials who may authorize an advance of funds are those to whom authority has been delegated to authorize or administratively approve travel. In addition, the head of an accounting office may authorize travel advances under emergency conditions. For specific requirements for continuing advances, see paragraph 6-0114.

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6-0105. RESPONSIBILITIES.

a. Authorizing Official. An application for advance of travel funds may be approved only after the authorizing official is satisfied that the requirements of this chapter have been met. This official is responsible for determining specifically that:

- (1) A travel authorization has been issued.
- (2) The amount of the advance is appropriate in accordance with this chapter and is needed.
- (3) Employees who have travel charge cards, employees who are authorized cards but who either have declined them or have had them revoked (declinees), and employees who are not authorized cards are identified on the applications. An employee's charge card status can be verified by his/her charge card program coordinator.
- (4) All prior advances have been liquidated or the new amount is authorized in consideration of outstanding balances under the same authorization. This can be verified by the servicing accounting office.
- (5) At selected locations, authorizing officials may be permitted to issue travelers checks to employees with charge cards.

b. Head of Accounting Office. The head of the accounting office is responsible for:

- (1) Ensuring that the Government's interest is fully protected by possible repayment from any or all of the following sources:
 - (a) Unpaid salary or other amounts due the employee.
 - (b) Accumulated annual leave.
 - (c) Retirement fund credits. Salary or other amounts due shall be considered before the retirement credit. In view of these protections which are specifically included in law, travelers shall not be required to furnish bond in order to obtain travel advances (P.L. 92-310, June 6, 1972; 31 U.S.C. 9302).
- (2) Following up unsettled advances with appropriate collection action and securing refunds of unneeded advances and unused balances of advances.

- (3) Accounting for advances in accordance with procedures of the General Accounting Office.
 - (4) Instructing authorizing officials in their responsibilities and in travel advance procedures.
 - (5) Notifying the appropriate accounting office (that office which usually settles the employee's claims) of the amount of the advance when travel advances are made to employees under the jurisdiction of another DOT accounting office.
- c. Administrative Approving Official. The official who reviews and approves the employee's travel voucher is responsible with respect to advances to:
- (1) Inform the employee of his/her responsibility to refund advances no longer needed when authorizations are canceled.
 - (2) Make certain, before approving any travel voucher, that the claimant has recorded the required information in the "Travel Advance" block on the SF 1012, Travel Voucher. When there is no advance, this must be noted. If a travel charge card is used to obtain an advance in the form of travelers checks, the SF 1012 will be prepared as if there was no travel advance (see paragraph 6-0109a).
 - (3) Ensure that the employee's check, money order, etc., for any unused balance is attached to the voucher, when appropriate, before administrative approval and transmittal to the accounting office within two workdays of receipt from the employee.
- d. Traveler. The employee who obtains an advance will:
- (1) Request an advance only when necessary and then only in the required amount within the time limits specified in this chapter.
 - (2) Repay advanced funds promptly when a proposed trip is canceled.
 - (3) Submit the travel voucher within three workdays (exclusive of mail time) of completion of travel to ensure settlement of the advance within the timeframe established in paragraph 6-0111.

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- 6-0106. AMOUNT OF ADVANCE. Travelers who are authorized travel charge cards under paragraph 6-0113 are expected to use their charge cards in lieu of cash advances for most travel expenses. Persons entitled to per diem (for subsistence expenses) or mileage allowances generally will be authorized limited advances of travel funds in amounts deemed advisable under the criteria established in this paragraph considering the character and probable duration of the travel to be performed. An advance will be limited to cover those estimated usual cash expenses ("cash transaction expenses" as defined below) that can be expected in connection with authorized travel, including permanent change-of-station travel. This limitation applies to travel under single trip and open travel authorizations.
- a. Cash Transaction Expenses. These are expenses that as a general rule cannot be charged, and therefore, must be paid using cash, personal checks, or travelers checks. It is assumed that a traveler usually will be able to use a travel charge card for major expenses such as common carrier fares, lodging, and rental of automobiles and airplanes. Therefore, expenses which will be considered cash transaction expenses are:
- (1) Meals and incidental expenses (M&IE) covered by the per diem rate or actual subsistence expense allowance (see paragraph b, below);
 - (2) Miscellaneous transportation expenses such as local transit system fares; taxi fares; parking fees; ferry fees; bridge, road, and tunnel fees; and airplane parking, landing, and tiedown fees;
 - (3) Gasoline and other variable expenses covered by the mileage allowance for advantageous use of a privately owned vehicle for official business; and
 - (4) Other authorized miscellaneous expenses which cannot be charged using a charge card and for which a cost reasonably can be estimated prior to travel.
- b. Allowable Amount for Meals and Incidental Expenses. For travel within the continental United States (CONUS), the amount advanced for M&IE shall not exceed the prescribed M&IE rate established for the area or areas where travel is to be performed. When travel is on an actual expense basis, the amount advanced may not exceed 150 percent of the authorized M&IE for the area or areas. For travel outside CONUS, the amount advanced for M&IE shall not exceed 50 percent of the per diem rate or actual expense rate authorized.

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- c. Exceptions to the Travel Advance Limitation. This exception authority may not be exercised in situations where the employee has elected not to have the travel charge card and/or travelers checks. This exception authority may not be exercised for travelers whose travel charge cards have been suspended or revoked because of delinquent payments.
- (1) Permanent Change-of-Station Exceptions. The cash transaction limitations set out above do not apply to the following change-of-station expenses: temporary quarters subsistence, transportation and temporary storage of household goods or employee's automobile, or transportation of a mobile home. Also, an exception may be authorized when it is not feasible to provide a travel charge card for cash transaction expenses incident to travel en route or to seek residence quarters, particularly when the change-of-station is between agencies. See paragraph e, below, for amounts authorized.
 - (2) Use of the Charge Card Precluded. An exception may be granted when circumstances are expected to preclude the use of the travel charge card for transportation, lodging, car rental, or other travel expenses that normally would be chargeable. For example, when travel is to a remote or isolated site where use of the charge card is significantly limited or to a foreign area where the currency exchange rate is unstable, it may be impracticable for employees to use their charge cards for travel expenses (see paragraph 6-0112).
 - (3) Charge Card Issuance Denied. An exception is authorized when it is determined that in certain situations an employee or group of employees should not be issued travel charge cards. The basis for this determination must be documented by publication in this Manual or in the Operating Administration or Office of the Secretary supplemental travel regulations (see paragraph 6-0112).
- d. Amount Allowed. Advances under the exceptions herein shall not exceed 80 percent of the estimated additional cash expenses authorized on the travel authorization unless it is determined that the 80 percent limitation will result in a financial hardship on the employee. In this case, an advance up to 100 percent of the estimated expenses for an individual trip may be authorized when the hardship is fully documented by the employee with pertinent financial records such as credit reports,

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financial statements, balance sheets, and other documented records of assets and liabilities of the employee which are needed by the approving official to determine the employee's ability to fund his/her travel. Hardship advances under an open travel authorization may not exceed a 45-day period. For hardship advances, the authorizing official will be at an organization level above the travel authorizing official. This approval need not go above the level of Office Director, District Commander, or Regional Director.

- e. Temporary Duty. There are minimum payments and other limitations for temporary duty advances set out in paragraph 6-0107.
- f. Permanent Change-of-Station Travel. When an exception to the travel advance limitation is granted under paragraph c(1), the following amounts are authorized:
 - (1) Temporary Quarters Allowance. If temporary quarters allowance is involved and the period is uncertain, compute the amount of the advance for the number of family members at 80 percent of the maximum rates for 15 days. When the period of occupancy is known or becomes known, allow up to 80 percent of the total amount required for the number of family members not to exceed the maximum allowance for the occupancy period (up to 30 days).
 - (2) Movement of Household Effects. When a Government bill of lading is not used, allow up to 80 percent of the amount shown on the estimate of weight (commuted rate) furnished by the mover or other satisfactory source.
 - (3) Mileage for Privately Owned Conveyances and Mobile Homes. Allow up to 80 percent of the amount of the estimated mileage allowance payment (distance times authorized mileage rate) for:
 - (a) the distance covering one round trip by automobile to seek permanent residence quarters; and
 - (b) the distance from the old to the new station for the actual change-of-station travel.
 - (4) Subsistence. In computing the estimated amount (up to 80 percent) for subsistence, allow for:
 - (a) Advance trip (when authorized),

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(b) Time en route for employee and family in moving to the new station, and

(c) Time of occupancy of temporary quarters (when authorized) as provided under item (1) above.

g. Continuing Travel Advances. See paragraph 6-0114.

6-0107. OTHER LIMITATIONS ON ADVANCES.

- a. An advance of less than \$50 usually will not be authorized; however, advances for less than \$50 may be approved when in accordance with policies of the individual Operating Administration and the Office of the Secretary. Approval will be justified in writing on the request for the advance in each instance.
- b. The first preference for the form of travel advances will be by travelers checks (except for permanent change-of-station travel). These advance amounts must be consistent with available prepackaged travelers check sets. There is no preset maximum advance that may be made by travelers checks, although the availability of checks may limit the amount at some locations.
- c. The minimum advance by Treasury check is \$100. Operating Administrations and the Office of the Secretary may permit advances between \$50 and \$100 to be made by check when justified under local policies.
- d. Advances under \$100 should be by cash whenever possible. Cash advances up to \$500 may be authorized when travelers checks or Treasury checks are either unavailable or inappropriate (e.g., for security reasons).
- e. Advances generally will be made for periods of 30 days or less. Advances for periods not to exceed 45 days may be approved in unusual circumstances as determined (in writing) by the travel authorizing official or when travel is covered by an open travel authorization.
- f. Advances may NOT be made for any of the following:
 - (1) Lump sum payment for miscellaneous expenses in connection with a change-of-station.
 - (2) Anticipated expenses in the sale or purchase of real estate.
 - (3) Expenses to be incurred in the settlement of an unexpired lease.

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CH 6-0106f(4)(b)

(4) Shipment of household effects when shipment is by Government bill of lading.

(5) Relocation income tax (RIT) allowance.

6-0108. DOCUMENTATION FOR ADVANCE OF FUNDS.

a. Form to be Used. All requests for advance of funds must be made on SF 1038, Advance of Funds Application and Account, which consists of a carbon interleaved pad set with the reverse side of the original copy designed to provide a record of the status of each advance. The reverse side of the form will not be used when the employee uses the travel charge card for the advance.

b. Preparation of SF 1038. A request for travel advance (SF 1038) will be completed by the traveler in accordance with the following detailed instructions and as illustrated in Figure 6-1. The number in parenthesis represents the numbered block on the SF 1038.

(1) Check type of advance. When travelers checks are to be issued, type "travelers checks" in this block and in block 13 or stamp this information on the form.

(2) Check type of travel.

(3) Enter applicant's name.

(4) Enter account number.

(5) Enter telephone number.

(6) Enter social security number.

(7) Enter Office of the Secretary or the name of the Operating Administration.

(8) Enter division or office.

(9) (a) Travel authorization number.

(b) Date of authorization.

(c) Travel period.

(d) Address to which check is to be mailed when a Treasury check will be used.

(e) Amount of any outstanding advance.

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CH 6-0107f(4)

- (f) Amount requested by the applicant.
- (g) Total amount of advance, signature of applicant and date.
- (10) Enter signature and title of approving official and date.
- (11) Enter appropriation symbol (or accounting classification code) only. None is required for charge card purchases of travelers checks.
- (12) Enter other information related to the advance, such as:
 - (a) Dates of travel and estimated mileage for a travel advance under an open authorization.
 - (b) Purpose of advance, dates for travel of dependents and for shipment of household goods, or other pertinent data not given in the travel authorization.
 - (c) Installment and number.
 - (d) When the travel charge card is required, the phrase "to be charged on travel charge card."
 - (e) Information relative to whether the applicant is authorized a charge card but has declined the card or has had the card revoked (declinee) or whether the employee is not authorized a card.

c. Disposition of SF 1038.

- (1) When the travel advance is made by Treasury check, the traveler will forward the approved copy (original) to the accounting office responsible for initiating disbursement action. A copy is required for the traveler.
- (2) When the advance is to be made by cash or travelers checks, the traveler will take the completed SF 1038 to the imprest fund cashier. The traveler must sign for the receipt of cash or travelers checks on the SF 1038. When the employee uses the travel charge card to obtain the travelers checks, the SF 1038 and a copy of the record-of-charge form will be used to support the receivable due from the charge card contractor. Local procedures may require an additional copy of the SF 1038.

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CH 6-0108b(9)(f)

SF 1038, ADVANCE OF FUNDS APPLICATION AND ACCOUNT

ADVANCE OF FUNDS APPLICATION AND ACCOUNT		1. TYPE OF ADVANCE		2. TYPE OF TRAVEL		3. NAME (Last, first, middle initial)		4. ACCOUNT NO.	
		<input type="checkbox"/> CASH		<input checked="" type="checkbox"/> TEMPORARY		Dawson, John P.			
		<input checked="" type="checkbox"/> Travelers		<input type="checkbox"/> PERMANENT		6. TELEPHONE NUMBER(S)		6. SOCIAL SECURITY ACCOUNT NO.	
						366-1309		123-30-4567	
						7. DEPARTMENT OR ESTABLISHMENT		8. BUREAU, DIVISION OR OFFICE	
						OST		Office of Financial Management	
								M-80	
						9. APPLICATION — (For completion by applicant)			
						An advance of funds is hereby requested for travel and other expenses to be incurred by me.		e. BALANCE DUE U.S. FROM PREVIOUS ADVANCE	
						a. UNDER AUTHORIZATION NUMBER		1. AMOUNT HEREIN APPLIED FOR	
						T-17800-9-06		\$ None	
						b. DATE OF AUTHORIZATION			
						9-1-89		\$ 500.00	
						c. TRAVEL PERIOD		9. TOTAL	
						From 9-5-89 To 9-25-89		\$ 500.00	
						d. MAIL CHECK TO: <input type="checkbox"/> OFFICE <input type="checkbox"/> RESIDENCE		Note: Outstanding advances not fully recovered by deductions from reimbursement vouchers must be promptly repaid. When travel is canceled or indefinitely postponed, the full amount of any outstanding advance shall be repaid immediately.	
						(Give address — number, street, city, State, ZIP code).			
						APPLICANT SIGN HERE		DATE	
						SIGNATURE AND TITLE OF APPROVING OFFICIAL		11. APPROPRIATION TO BE CHARGED	
						Director of Financial Management		DATE APPROVED 9-1-89	
						To be charged to employee's travel charge card.		13. CASH PAYMENT RECEIVED	
								Travelers Checks	
								DATE	

1038-108

STANDARD FORM 1038 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

FIGURE 6-1

Vertical line denotes change.

Fig. 6-1

6-0109. TEMPORARY DUTY TRAVEL ADVANCES.a. Travelers Check Payments.

- (1) Employee With a Travel Charge Card. Travelers checks are authorized up to the amount approved on the request for the advance (SF 1038). The checks will not be issued without the employee's travel charge card. A record-of-charge form will be prepared for each transaction. The employee will sign each record-of-charge. The record-of-charge form will be sent to the charge card contractor and will result in a charge on the employee's charge card bill. The employee's SF 1012, Travel Voucher, will NOT reflect an outstanding travel advance, and the employee will be reimbursed in full for the allowable travel expenses. The employee is responsible for reimbursing the charge card contractor for the advance (i.e., travelers checks) within the appropriate time frame for paying his/her bill. There is no fee for the travelers checks and no charge to the employee for the processing of the advance.
- (2) Employee Without a Travel Charge Card. The employee without a charge card is authorized to obtain a travel advance in the form of travelers checks for the amount approved on the SF 1038. The employee's SF 1012, Travel Voucher, will show an outstanding advance, and the advance will be liquidated when the voucher is submitted. Employees without travel charge cards may obtain travelers check travel advances from imprest fund facilities only.

- b. Cash Payments. At locations where travelers checks are available, cash advances of less than \$100 may be authorized. At locations where travelers checks are not available, cash advances up to \$500 may be authorized.
- c. Treasury Check Payments. An employee is authorized a travel advance payment of \$100 or more in the form of a Treasury check for the amount approved on the SF 1038. This Treasury check payment is permitted without regard to the individual's authorization for a travel charge card or the availability of travelers checks at imprest fund facilities. Use of Treasury checks for amounts less than \$100 must be specifically justified in accordance with paragraph 6-0107.

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CH 6-0109

6-0110. PERMANENT CHANGE-OF-STATION TRAVEL ADVANCES.

- a. General. An employee usually will be authorized an advance payment in the form of a Treasury check not to exceed the amount determined in accordance with paragraph 6-0106. Advance payments are authorized by installments. These installment payments may be by travelers checks (if available) for employees who have reported to their new posts of duty.
- b. Installment Advances. An employee involved in a change-of-station, with movement of household goods, may require a relatively large advance. Also, the employee generally does not need all of the funds at one time. With our policy for keeping travel advances to a minimum, consistent with the employee's needs for travel funds, advances in these cases will be made in installments. All SF 1038's will be annotated to show installment payment and will be numbered consecutively. The following criteria will be used in making travel advance payments:
- (1) Applications for advances will be processed by the accounting office so that the traveler normally will receive the advance within five days prior to commencement of travel, taking into account scheduled leave or other reasons which may justify an earlier payment date.
 - (2) When the advance trip will be completed at least two weeks before the actual transfer of the employee and family to the new station, separate installment advances will be made for the advance trip and the subsequent change-of-station move. Similarly, if the family is scheduled to travel to the new station more than two weeks after the employee, separate installment advances will be made.
 - (3) When carriers require a cash payment or a certified check prior to unloading household goods moved on the commuted rate basis, an advance is authorized. The timing of the advance should accommodate the employee and be made prior to the scheduled arrival of the household goods at the new residence.
 - (4) In any situation where it is estimated that the entire move (advance trip, travel to new duty station, and shipment of household effects) will be completed within a 30-day period, the entire advance of funds may be paid in one sum prior to the advance trip.

- (5) Travelers check installments will be processed for charge card and non-charge card holders the same as for individual temporary duty advances except that SF 1038's will indicate permanent change-of-station travel and installment information.

6-0111. LIQUIDATION OF TRAVEL ADVANCES.

- a. General. The general rule is that an advance is liquidated when the approved travel voucher with any necessary refunds is processed by the accounting office. This should occur within 15 workdays after the trip is completed, exclusive of mail time. The 15 workdays (usually 20 - 25 calendar days) include three workdays at the end of a trip for the traveler to submit a claim, two workdays for the supervisor to approve the claim voucher and ten workdays for the accounting office to process the settlement.
- b. Overdue Advances. To standardize the travel advance liquidation process, advances are considered overdue (delinquent) 30 days after completion of travel or the event for which the advance was made. An alternative method of computing the overdue date for permanent change-of-station advances can be made where appropriate to financial systems capabilities, provided that established overdue dates or end results are comparable with this requirement.
- (1) An example of a travel event is a household goods shipment using the commuted rate reimbursement method. An advance made for the commuted rate shipment becomes overdue 30 days after arrival of the household goods.
- (2) A 30-day advance (in connection with an extended temporary duty assignment or authorized temporary quarters stay) must be extended every 30 days through the submission of travel vouchers covering the preceding 30-day period.
- c. Liquidation by Accounting Office. Advances not repaid promptly in accordance with the requirements of this Manual will be treated as debts to the Government which are subject to mandatory recovery under provisions of the Federal Travel Regulation Part 1-10.3 and collection action and administrative and interest charges under the Federal Claims Collection Standards (FCCS), 4 CFR 102.3 and 102.4.

Vertical line denotes change.

CH 6-0110b(5)

- (1) Employees with overdue advances will be notified in writing of the nature and amount of their debt within ten workdays of the date their advances become delinquent or of the date the delinquent advance information becomes available.
 - (2) Notifications to employees will state that action to offset overdue amounts from their salaries will be taken unless they make repayment within 15 workdays from the date of the notifications or make other settlement arrangements with the accounting office before the end of the 15-workday period.
 - (3) Employees with timely responses will be given a reasonable opportunity to inspect and copy agency travel advance records and request a review of their indebtednesses.
 - (4) If an employee fails to respond within 15 workdays, the accounting office will prepare and forward a request for setoff action to the servicing payroll office. A form such as the sample form in Figure 6-2, or a similar form, will be used.
- d. Canceled Travel Authorizations. When a travel authorization or scheduled trip is canceled, the employee shall notify the accounting office in writing and transmit the total amount of the advance to the accounting office within two workdays.
- e. Unused Balance of Advance Made for a Trip. When an employee has completed a trip for which a specific advance was made and has not used all of the funds advanced, the unused balance will be repaid by personal check, money order, etc., and transmitted to the accounting office with the travel voucher.
- f. Repayment by Check or Money Order. Checks or money orders remitting unused or excess advance amounts will be made out to the appropriate Departmental organization (i.e., Operating Administration or the Office of the Secretary).
- g. Advances Obtained With a Travel Charge Card. These do not appear as advances on the SF 1012, Travel Voucher (see paragraph 6-0109a). The employee repays the advance when billed by the charge card contractor for the travelers checks.

Vertical line denotes change.

CH 6-0111c(1)

8-23-89

- h. Separating Employees. Operating Administrations and the Office of the Secretary will establish controls to ensure that unpaid vouchers are examined and outstanding advances are settled for all employees scheduled for separation. These employees will not be cleared for separation until all outstanding amounts are settled.

6-0112. EMPLOYEES NOT AUTHORIZED CHARGE CARDS. Occasionally, employees may be required to travel who do not qualify for travel charge cards or for whom, in specific instances, use of charge cards previously issued would be inappropriate. These employees are:

- a. Individuals not expected to travel at least once a year.
- b. Part-time or intermittent employees, such as consultants or contractors, with Department travel authorizations.
- c. Recent appointees or transferees for whom charge card applications have not been processed. (However, every attempt will be made to make cards available to eligible employees. See chapter 10.)
- d. Others whom the Heads of Operating Administrations, or the Assistant Secretary for Administration for the Office of the Secretary, have determined are not qualified for the charge card or for whom use of charge cards previously issued would be inappropriate.

6-0113. EMPLOYEES AUTHORIZED CHARGE CARDS. For the purpose of determining travel advance payments under this chapter, "employees who are authorized travel charge cards" include:

- a. Card Holders. Employees who have travel charge cards.
- b. Declinees/Others. Employees who are authorized charge cards but who either have declined cards or have had their cards revoked by the Department or the charge card contractor.

6-0114. CONTINUING ADVANCES. Continuing advances may be authorized in exceptional circumstances for employees with unusual travel requirements where the use of the charge card for most travel expenses would be inappropriate or impracticable. Continuing advances for amounts allowed under paragraph 6-0106 may be authorized for periods up to 45 days.

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CH 6-0111h

- a. Authorizing Officials. Continuing advances may be granted only by the Heads of Operating Administrations and Secretarial Officers and their designees at or above Office Director, Regional Director, or District Commander levels. The Assistant Secretary for Administration (Attention: M-80) will be notified in writing annually at the beginning of the fiscal year of the names of individual employees or employee categories/types of groups given the advances. The notifications will include the justifications for, amounts of, and the retention periods for the advances.
- b. Forms of Payment. Continuing advances will be made by travelers checks or Treasury checks. These advances should not be obtained with charge cards.
- c. Liquidation. An advance must be liquidated upon the expiration of the travel authorization and reestablished upon issuance of a succeeding travel authorization for a subsequent period of time.

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CH-6-0114a

FIGURE 6-2

SAMPLE FORM FOR SALARY OFFSET OF TRAVEL ADVANCE

SALARY OFFSET FOR OVERDUE TRAVEL ADVANCE							
This form is to be used by the accounting office to request salary offset for an overdue (delinquent) travel advance.							
1. Payroll Office/Address	2. Employee Name/Address						
3. Employee Office/Location	4. Employee Social Security No.						
	5. Employee Business Phone No.						
6. Original Debt	7. Date Advance Became Overdue						
8. Interest Due	9. Date to Begin Deductions						
10. Penalty Due	11. Installment Repayments						
12. Administrative Costs	<table border="1"> <thead> <tr> <th>Number</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Number	Amount				
Number	Amount						
13. Total To Be Collected							
I certify that the named employee is indebted to the United States in the amount shown for an overdue travel advance. Collection from salary is authorized under 5 U.S.C. 5705.							
14. Signature and Title of Certifying Official	15. Appropriation (Title/Symbol)						
	16. Date						

Vertical line denotes change.

Fig. 6-2

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CHAPTER 9. PREPARATION OF TRAVEL VOUCHERS

SECTION 1. GENERAL

- 9-0101. PURPOSE. This chapter establishes the procedures for preparation of travel reimbursement vouchers. Detailed discussions of entitlements and restrictions governing the individual travel expense elements are covered in the preceding chapters of this Manual.
- 9-0102. SUPERVISOR'S RESPONSIBILITIES. Supervisors are responsible for instructing travelers, especially new employees, in the preparation and submission of travel vouchers and for reviewing and approving travel claims within two workdays of receipt. Supervisors are to advise travelers that a claim against the United States is forfeited if the claimant attempts to defraud the Government (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on a traveler who knowingly presents a false, fictitious, or fraudulent claim against the United States (18 U.S.C. 287 and 1001). Travelers' claims for reimbursement shall accurately reflect the facts involved in every instance so that any violation or apparent violation of those provisions may be avoided.
- 9-0103. TRAVELER'S RESPONSIBILITIES. Traveler's will ensure that:
- a. They keep a record of expenditures properly chargeable to the Government, noting each item at the time the expense is incurred and the date. The information thus accumulated will be available for the proper preparation of travel vouchers.
 - b. Each voucher is complete as to form, facts, details, and supporting evidence in accordance with applicable travel requirements prescribed in this Manual.
 - c. Reclaim of items previously suspended or disallowed are fully explained on the reclaim voucher including the date the expenses were incurred. In addition, the original or a copy of the suspension notice will be submitted with the reclaim voucher.
 - d. Vouchers will be submitted where travel was accomplished by use of transportation requests and there is no claim for per diem or other expenses as prescribed in paragraph 9-0106c.
 - e. When an employee is in a continuous travel status or on extended travel, vouchers will be submitted currently;

i.e., on a monthly basis. Vouchers covering periods of less than 30 days will be submitted promptly to the travel approving official upon completion of each trip (within three workdays) and at least once each month when the travel exceeds 30 days.

- f. If trips are canceled or if itineraries are changed after tickets (or GTR's) are issued, the traveler will account for all unused tickets or coupons. The traveler is liable for the value of the tickets issued until all ticket coupons have been used for official travel purposes or until all unused tickets or coupons are properly accounted for on the travel voucher.

9-0104. EASE OF PREPARATION. Compliance with these procedures should:

- a. Reduce time spent in preparing vouchers by restricting the information shown to that which is necessary.
- b. Permit faster processing and payment of vouchers.
- c. Eliminate, to a large extent, requests by approving officials and the accounting office for additional information or justification of individual expense items claimed on vouchers.
- d. Reduce errors and consequent delays in payment.
- e. Reduce the number of suspensions and disallowances by the accounting office.

9-0105. RELATIONSHIP OF TRAVEL VOUCHERS TO TRAVEL AUTHORIZATIONS.

- a. Chapter 2 prescribes detailed procedures for preparation of travel authorizations. The travel authorization provides the authority for the employee to travel and to incur travel expenses for which he/she will later claim reimbursement by submission of a travel voucher.
- b. Occasionally, a traveler is required to deviate from the approved travel authorization to accomplish the purpose of the travel or to incur valid expenses not authorized in the authorization. In such instances, the deviations from the authorization and the additional expenses should be:
 - (1) Authorized in an amended authorization issued prior to the deviated travel or incurrence of the expenses (see paragraph 2-0110), or

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- (2) Justified on the travel voucher and approved by an approving official.

9-0106. SUPPORTING DOCUMENTATION. Travel vouchers generally require the submission of supporting documents. The basic requirements for submission of supporting documents are summarized below.

- a. Trip-by-Trip Authorization. Every travel voucher claiming reimbursement pursuant to a trip authorization (TDY or PCS) must be supported by a copy of the related travel authorization. When more than one travel voucher is to be submitted, the travel authorization must be submitted with the first voucher. On the second and subsequent vouchers, complete the "DATE" space under the heading "NEXT PREVIOUS VOUCHER PAID, ETC.," on the face of the travel voucher.
- b. Open Authorization. In the case of open authorizations, employees will be given only one copy of their authorization. Since the original and duplicate of each open authorization are sent directly to the accounting office by the preparing organization, a copy of the travel authorization as an attachment to the travel voucher is not required. The date of submission of the last previous voucher should be noted on the second and subsequent vouchers in the same manner as for multiple vouchers for trip travel.
- c. Transportation Requests. When travel is performed and transportation obtained through the issuance of transportation requests, whether or not there is included a claim for per diem or other expenses incident to such travel, submit SF 1012, Travel Voucher, listing thereon the dates and places visited during the period and the means of transportation used. The duplicate copy of the GTR (SF 1169b) will be attached as a supporting document to the voucher.
- d. Receipts. Receipts are required for expense items in excess of \$25 (excluding taxes) except as indicated in subparagraph e, below. When it is impracticable to secure a receipt, or when a receipt is lost, the employee will state the circumstances on the voucher. If acceptable and approved, reimbursement will be made. Mere inconvenience in securing a receipt will not be considered an acceptable justification. When the duties of the traveler are of a confidential nature and the public interest so requires, the receipt requirement may be waived by the travel authorizing official.

e. Exceptions to Receipt Requirements. Receipts are needed for the following expenditures regardless of amount:

- (1) Lodging expenses.
- (2) Items of expense claimed in connection with residence transactions, see section 9, chapter 5.
- (3) All expense items when claiming more than the lump sum for miscellaneous expenses incurred incident to a transfer, see section 10, chapter 5.
- (4) Excess baggage. The receipt shall indicate the weight of the baggage and the points between which baggage was moved.
- (5) Baggage, transfer, and checking charges.
- (6) Clerical assistance.
- (7) Fees relating to travel outside the continental United States.
- (8) Hire of special conveyance such as livery, boat, automobile (not taxicabs locally), aircraft, etc. Livery and other special transportation receipts must describe the service hired, the service rendered, and the rate of compensation by the day, hour, or other unit, as may have been agreed. If the subsistence of driver or team is included in the cost, that fact must be stated. A bill or other form of receipt will be accepted, provided it is made out to show the period and service rendered or articles purchased and the unit price.
- (9) Other allowable miscellaneous expenses under paragraph 4-1101e.
- (10) Rental of rooms for official business.
- (11) Rental of typewriters.
- (12) Services (personal) such as guides, interpreters, packers, and drivers of vehicles.
- (13) Shipments, freight, or express.
- (14) Steamer chairs, steamer cushions, and steamer rugs.
- (15) Stenographic and typing services.
- (16) Telegrams, cablegrams, and radiograms.

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CH 9-0106e

- (17) Long distance telephone calls. A receipt shall not be required where a coin box telephone is used and it is so stated on the voucher.
- (18) Copies of records, etc., furnished by State officials (clerks of courts, etc.).
- (19) Cash payments for passenger transportation services.

f. Itemization of Actual Subsistence Expenses. Form DOT F 1500.5, Itemization of Actual Subsistence Expenses (While Occupying Temporary Quarters), will be submitted to support travel vouchers in connection with employee transfers (see paragraph 5-0804b).

9-0107. TRAVEL VOUCHER PREPARATION - GENERAL.

- a. Form to be Used. A claim for reimbursement of travel expenses (except for local travel) will be filed on the Travel Voucher, SF 1012. Travel vouchers may be typed when prepared by clerical personnel from information provided by the traveler. However, typing of travel vouchers is not required and should not be done when travelers prepare legible, handwritten vouchers. Handwritten vouchers must be prepared in ink.
- b. Number of Copies and Distribution. The voucher will be prepared in duplicate as a minimum. The original will be sent to the accounting office after review and approval by the approving official. A copy will be retained by the employee.
- c. Time of Submission. Vouchers covering trip travel should be submitted to supervisors for approval within three workdays after the trip is concluded. If a second trip is scheduled to begin within the three-day period, both trips may be included in a single voucher. When extended travel is involved, the employee will submit vouchers at the end of each calendar month. Such vouchers will be submitted within three workdays after the end of the calendar month. When claiming reimbursement for expenses incurred in connection with a PCS, if all of the expenses are incurred within a 30-day period, a single voucher should be submitted for the entire claim. If the expenses are incurred over an extended period, individual vouchers may be submitted for each of the elements of expenses or for any combination of the various expenses as follows:

- (1) Advance trip.
- (2) Move from old to new duty station.
- (3) Transportation and storage of household effects.
- (4) Sale of residence or settlement of unexpired lease.
- (5) Purchase of new residence.
- (6) Subsistence while occupying temporary quarters.
- (7) Miscellaneous expenses incident to moving residence.

Observance of the three-day rule and prompt submission of vouchers is important to permit timely reimbursement and for currency of accounting reports. Accounting offices are to process temporary duty vouchers within ten workdays of receipt.

d. Content and Itemization of Vouchers. Reimbursement vouchers should be prepared in accordance with the following criteria:

- (1) All entries should be made chronologically.
- (2) The traveler's complete itinerary for the period must be shown and the time spent at each temporary duty point indicated.
- (3) Stopovers where temporary duty is not performed must be shown when:
 - (a) An expense is incurred such as transportation from one terminal to another.
 - (b) Overnight lodging is used at a stopover point, see item (9), below, for exceptions.
 - (c) Changing modes of transportation.
 - (d) The stopover point is a point of exit from, or entry to, the continental United States.
 - (e) The stopover affects the per diem rate.
- (4) The expenses claimed for reimbursement must be listed in chronological sequence, and receipts, when required, must be numbered consecutively, beginning with number one, for each voucher.

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